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DICTIONARY

25X1

18 March 1987

MEMORANDUM FOR: Deputy Director of Personnel for
Policy, Analysis and Evaluation

VIA: Director of Training and Education

25X1

FROM:

SUBJECT: Request to Restore Forfeited Annual Leave -

25X1

1. It is requested that approval be granted to restore 120 hours of forfeited annual leave for

25X1

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2. is an Instructor assigned to the Office of Training and Education. Due to an Exigency of the Public Business which was declared by the Director of Training and Education on 8 August 1986, was unable to utilize his annual leave from 11 August 1986 to 20 December 1986. This exigency was declared due to the operational training requirements. In view of the above, it is requested that 120 hours of annual leave be restored for. A copy of his leave request and subsequent denial is attached.

25X1

Attachments:

25X1

A -

B - Application for Leave
and Disapproval

25X1

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SUBJECT: Request to Restore Forfeited Annual Leave

CONCUR:

25X1

Director of Training and Education

23 MAR 1987

Date

APPROVED:

Deputy Director of Personnel for Policy,
Analysis and Evaluation

Date

Distribution:

25X1

Orig - Return

1 - DD/OP/PA&E, w/atts

1 - D/OTE Chrono, w/o atts

1 - C/PB/OTE, w/atts

1 - OTE Registry (Dummy). w/o atts

25X1

1 -

1 -

1 -

25X1

DA/OTE

:ss (18Mar87)

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